

MINUTES OF THE LOOSE PARISH COUNCIL FINANCE & ADMIN COMMITTEE
meeting held at Loose Parish Pavilion 7.45pm on the 6th January 2020.

Housekeeping requirements were noted accordingly.

Present Councillors:

Vianne Gibbons - (VG)- (Chairman to the LPC & F&A comm) & Councillors; Charlie Hollister (CH) (Vice Chair LPC), & Tony Oliver (TO) (Vice Chairman to the F&A comm), also Velma Bennett (VB) (non committee member, observing)

The Clerk Kim Owen (KO) & also the Responsible Financial Officer (RFO) Jan Capon (JC) who took the minutes.

No members of the public were in attendance.

- 1. To receive and record any apologies for absence.** None received
- 2. To receive and agree any decision regarding any item to be taken as confidential.** None
- 3. To receive any declarations of pecuniary interest on items in the agenda, in accordance with the NALC Model Code of Conduct for Parish Councils (pursuant to section 27 of the Localism Act 2011). In addition, any declaration of personal or prejudicial interest. (as agreed by LPC 21st Jan 13).**
Declarations of pecuniary interest was declared by Councillors VG, CH & TO for agenda item 10.
- 4. To receive any dispensation requests as agreed by the Committee prior to or at the meeting for any item on this agenda.** Signed declarations were received and **AGREED** for Councillors VG, CH, & TO (Item 33(2) (c)) “dispensations are in the interest of the persons living in the authorities’ area”.
- 5. To agree and to sign as a correct record the minutes of the meeting held on the 1st July 2019.** Minutes for the 1st July 2019 (inc Clerks notes from the meeting which did not take place on the 14th Jan 19) were approved by the committee and signed by the Chairman as a true and accurate record.
- 6. To receive any questions/ comments from the public if in attendance, to also take note of anything tabled by the Clerk. (3 mins per person).** None

Agenda Item	Note of discussion taken place	Refer /Actions
<p>7. <u>Reconciliation of bank accounts;</u> i) To reconcile the bank account balances to the accounts and Bank statements & to sign the bank statements as confirmation.</p>	<p>i) The Bank balances were agreed as at 30th November 19 with reference to bank statements, and accounts (appx A) and were signed accordingly by Vice Chairman Councillor Tony Oliver.</p>	<p>Ongoing agenda item</p>
<p>8. <u>Examination of finance position & RFO reports (ongoing agenda item):</u> i) 19/20 -To discuss the up-to-date financial position of the Parish Council, and to examine spends and income as relevant.</p>	<p>i) 19/20 Spreadsheets were shared with the committee and items raised were as follows:</p> <ul style="list-style-type: none"> • Admin- Database/software/remote site-over target due to extra .gov email addresses for Councillors. Office furniture -Envisaged there will be more spends before end of fiscal year, in view of employment of new office staff. Training Budget line- £500 trfd to HR advice budget line- It is envisaged that more HR support may be needed in view of employment of new staff, inc Handbook. Audit costs-slightly over target due to VAT claim. Nothing further to report. • Salaries- Overtime for extra workload will be paid in view of the resignation of the Deputy Clerk. It is envisaged that the present budget will cover such payments up to the fiscal year end. Continue to monitor. • Environment (inc KGVPP)- Street lighting- All lights have been upgraded and painted (x3lights), over target due to Vat claim.CH raised concerns that the Village Green Improvements budget line was not showing as being spent for 19/20, in view of new planters and installation of new bench. AGREED by committee for RFO to duly change spreadsheet accordingly & also budget calculations sheet for 20/21. Nothing further to report. • Pavilion & Community Hub-Maintenance/repairs gen –Predicted a deficit of -£444 as at year end-agreed by LPC that CIL funding may be used. Continue to monitor. Play equipment maintenance- Budget line was increased by tfr from LPC contingency budget line of £1000, also CIL money may be used if needed of £1084-agreed by LPC Nov 19. This was in view of unexpected maintenance costs for repairs this year. Continue to monitor. Cost for risk assessments for play equip- Invoice not yet paid for last report from Safeplay which was inaccurate (Oct 19). Wicksteed will be doing annual report by the end of February 20. Water supply and waste water- Continue to monitor. 	<p>Ongoing agenda item</p>

<p>ii)To receive an overview of the 'Coffee Mornings' – Petty Cash & record system</p> <p>iii)To authorise payments as relevant for any outstanding invoices.</p> <p>iv) To authorise any bank transfers as relevant.</p>	<ul style="list-style-type: none"> • LPC Gen-Groundworks general- Expected to be £694 Over budget due to VAT claim. • Earmarked Res- Bin Installation, Bray gdns area- MBC- still outstanding. Nothing further to report. • Income-Predicted to be £4,500 over target as at fiscal year end, good result. Continue to monitor. • Fete event 2019-Profit £2,394.89-Will be transferred into Fete bank account as at fiscal year end. • Overall Summary-All figures for ring-fenced items and funding are included on spreadsheet, also further funding available such as S106 and CIL for information <p>ii) Community Coffee mornings-Income-So far this year donations banked over and above TOR, amounts to £269.25.(Income and expenditure spreadsheets were made available).</p> <p>iii)AGREED-Four payments were authorised, x3 return of deposits (X3 £50), and an adjusted amount for staff costs.</p> <p>iv)AGREED- a transfer from Barclays Bank to UTB (Unity Trust Bank) to be activated. A cheque drawn on Barclays LPC account, payable to LPC, at UTB for £12k was authorised and signed accordingly.</p>	
<p><u>9. Funding- To review and discuss any funding challenges/issues/applications</u></p> <p>i) To review and discuss any funding challenges/issues/apps</p> <p>ii)To discuss any items for earmarked to 20/21</p>	<p>i) Spreadsheets were circulated and viewed-funding Items ring fenced within next year's budget 20/21 include:</p> <ul style="list-style-type: none"> • TRAMP-£1059.40 (Rural lanes) • Residue from NHP project-£3064.86 (now Shed project) • Roys Wood project-£472.00 • Brooks Field project re meadow-£169.76 • Notice board-£200.00 <p>Other funding available include:</p> <ul style="list-style-type: none"> • S106- £530(to be spent by June 2020-held by MBC) • S106-£18,751.13(to be spent by Jan 2023- held by MBC) • CIL- £1,084.05(allocated towards KGVPF maint of play equipment) <p>ii) Other items not stated under i) above to be ring-fenced include:</p> <ul style="list-style-type: none"> • Money set aside for bin near to Bray Gardens-£390 • Save to invest- Fencing Brooks Field-£400 • Save to invest- MPU small child's play area- £300 • Save to invest- Clean War Memorial-£600 	<p>Ongoing agenda item</p>

iii) To discuss new funding available	iii) It was brought to the attention of the committee that there is a fund open until the 7 th Feb 2020 for SIPA (Strategically Important Play Area Parish Grant Scheme). CH is looking into a new piece of equipment in the small child's play area. The RFO is happy to support.	
10. <u>To examine predicted spends for 20/21 as compiled by the RFO, and to recommend the precept, to be approved by the LPC at the meeting scheduled for the 20th Jan 20.</u>	Spreadsheets were made available. Various budget matters were discussed in detail. Info- In view of the present uncertainty with required hours needed for the Clerks Office and recruitment of members of staff, including the Caretaker. It was AGREED that the salaries budget for 20/21 be increased to cover any potential and unexpected costs, including staff training, and also to include the possibility of pay scale rises. AGREED that allowances were also made in respect of a possible formal software for finances, and also for the setting up of a new Website. AGREED the Chairman's allowance to be increased. AGREED that increased budgets for Play area repairs and general maintenance of the Pavilion were allowed for. It was RECOMMENDED to the full LPC that the precept be increased by 7% to a total sum of £95,119- (£83.54 band D tax payer, an increase of £4.73 for the year (6%) as compared to 19/20).	LPC meeting 20th Jan to examine and to agree the precept for 20/21
11. <u>Banking Matters</u> i) To discuss and confirm present Bank admin and authorisation arrangements. ii) to receive information on deposit interest	i) Problems have been experienced with authorising payments due to the extra security measures set up by the UTB bank. The RFO gave out a copy of the instruction to the committee members which are on the 'log in' screen on the UTB website for information. This was duly noted. A form from UTB to amend present admin access was signed accordingly. ii) Details of the reduction of deposit rate for UTB deposits was circulated and noted.	
12. <u>To review Internal Auditor Interim Report for 19/20 re-examinations, and to discuss any matters of concern or items to be actioned, including VAT matters.</u>	The report was discussed and it was highlighted that the IA has now set up a 'traffic light' format. Yellow (medium risk)- 'Risk Management' It was AGREED that a spreadsheet be compiled discussed and agreed before the AGAR assertion 5 is signed off at the Annual May meeting. Red (high risk)- 'Website provider' . It was noted that the website is in the process of being upgraded to a new system to comply to new accessibility legislation. A Website working group is due to meet on the 13 th Jan 20.	ACTION-Clerk to set up an appropriate Spreadsheet for risk management, Website project is ongoing

<p>13. <u>To discuss any matter pertaining to General Data Protection Regulation (GDPR), and to take forward actions/decisions/ recommendations, as felt relevant (ongoing agenda item)</u></p>	<p>The Clerk mentioned that the electoral role sent to the LPC by MBC is to be destroyed when a new one is received. Kept in a secure location at all times due to sensitive information. Nothing further to mention.</p>	<p>Ongoing agenda item</p>
<p>14. <u>RISK-</u> i) To review and discuss any risk management issues. ii) To discuss any matters of risk as escalated by committees to include any potential financial risk. iii) To further discuss regular risk assessments /checks to play equipment</p>	<p>i) Nothing to report.</p> <p>ii) Nothing to report</p> <p>iii) Quotation for Annual risk check of play equipment was AGREED by Round Robin on the 16th Dec 19, and under delegated powers by RFO. (VG,LM,SL). The RFO advised that it will be done before the 27th Feb 20, this was noted by members. AGREED RFO will carry out regular checks on play equipment for the time being. Further quarterly checks to be agreed at a later date, after the annual check by the PCH committee.</p>	<p>Ongoing agenda item</p>
<p>15. <u>Publications/Website/ Social Media. (ongoing item)</u> i) To discuss any matters relating to the website /media or publications, including the KCC-EIS system, and to make any recommendations as appropriate.</p>	<p>The RFO mentioned about quotations received via KALC for the setup of a new website, as previously circulated (30th Oct 19), in view of KCC- EIS closing in September 2020 and also that all public websites have to be compliant with accessibility legislation. ‘Cantium’ quotation will only be available up to the end of January 2020. Other quotes received were from vision ICT, & Netwise UK. It was AGREED to hold fire on this at the moment as the Website Working Group will be meeting up on the 13th Jan 20.</p>	<p>Ongoing agenda item</p>

16. Ratification of Round Robin agreements	Ratified RR to go with Unicom with regards to Broadband and mobile phone x1 (AR). (VG,CH,TO)(F&A mins 1 st Jul 19 ;11(iii))	
17. F&A Committee general i) To discuss number of committee members ii) To discuss arrangement of date for extra meeting to discuss LPC policy Documents etc.	i) AGREED that the addition of a substitute member to be discussed at the next LPC meeting, in view of only three members on the F&A committee. ii) AGREED a provisional date of 2 nd March 2020 for 7.30pm <i>(since meeting, changed in view of other commitments, date 30th Mar 20)</i>	ACTIONS i) LPC meeting 20th Jan 2020. ii) Date TBA
18. Other- Information only i) To receive information on NALC legal topic note 22- Disciplinary & Grievance arrangements, ii) SLCC bulletin re referendum principles (capping) 20/21 iii) KALC services and increase in membership subscriptions 20/21	i) Updated document awaited ii) Confirmed that capping will not apply to English Parishes for the coming financial year 20/21. (email from SLCC 11 th Oct 19) iii) KALC-Details of membership increases were advised for 2020 due to costs to cover extra employment. This was noted by members. Other item not listed- The pensions regulator requires re-enrolment and re-declaration as an employer. AGREED This one off work will be carried out by our Payroll company for a cost of £125	Ratified by LPC 17-02-20

Meeting concluded at 9.20pm

Minutes as agreed by the Chairman.....

Dated.....